

Last Updated : **December 29, 2018**

JYOTIRMAY SARKER

Address: Village -Horintana, Post- Bajua, Upazila -Dacope, Dist.- .,
Dacope, Khulna
Home Phone: 01913044769
Mobile : 01911848407
email:jyotirmaysarker@gmail.com, depsarkar1@gmail.com



Career Objective:

As a candidate I want to employee myself with a challenging job in a dynamic & esteem organization, with a satisfactory working environment, where I am able to work with full effort to utilize my knowledge. I am looking for a great opportunity .

Career Summary:

Ensure all steps, including guidance to the staff in implementing the activities of the office. High quality Professional training background in program operation and also Skilled on training, conduct, coordination & facilitation. VSLA activities existing and formation of new ones at community level as per provided. Monitoring and updating of NJP MIS. Field Facilitator visit to participants HHs for proper use of their loan received from VSLA and implementation of IGAs.

Special Qualification:

Able to operate Computer MS Word (Bangla, English) MS Excel, PowerPoint & also Browsing Internet

Employment History:

Total Year of Experience : 6.7 Year(s)

1. Field facilitator (May 18, 2017 - Continuing)

shushilan

Company Location : khulna

Department: Development sector

Duties/Responsibilities:

Arranged the local level meeting , Advocacy & work shop. Support the organizer for implementation of project activities. Problem-solving in the field and other. To prevent child marriage, to work to women empowerment, Arrange weekly meeting with Community Mobilizer & properly supervise. UDMC meeting, WDMC Session, Mother Group Session, Youth Group Session and adolescent session and DRR counteraction.

2. Outreach Supervisor (May 7, 2013 - May 5, 2015)

Light House

Company Location : Bogra

Department: Research

Duties/Responsibilities:

Arranged the local level meeting, Advocacy & Work shop. Support the DIC Manager for implementation of project activities. Problem solving in the field and other. Arrange weekly meeting with peer educator & properly supervise them. Prepared plan to implementation project activities on MSM & Hijra program. Provide support to PE to implementation STI/ HIV prevention activities in their assigned area. Make Linkage & Networking in different health service provider so that they can provide health service in the MSM & Hijra population. Ensure safeguard & distribution of all sexual health supplies i.e. condom lubricant properly. Providing appropriate advice, information and counseling to meet the psychosocial and sexual health need MSM & hijra. Provide regular report to DIC manager on activities & intervention. Assist DIC manager to prepared Monthly Quarterly & Yearly report & also Work plan. Conduct regular meeting with subordinate staff.

3. Credit Officer (January 1, 2007 - December 31, 2009)**Sonale Foundation**

Company Location : Dacope, Khulna

Department: Micro-Credit , Bank Financial Institution.

Duties/Responsibilities:

We are looking for some dynamic, result oriented and self motivated candidates for Corporate Finance Department.

Academic Qualification:

Exam Title	Concentration/Major	Institute	Result	Pas.Year	Duration	Achievement
BBA	Business Administration	National University	Second Class	2013	4	good
HSC	Humanities	Bajua Surendra Nath College	Second Division	2007	2	good
SSC	Humanities	Bajua Union High School	Second Division	2005	2	good

Training Summary:

Training Title	Topic	Institute	Country	Location	Year	Duration
Gender & Sexuality	Training of the Master Trainers Course for the project title HIV/AIDS Prevention and control among High-Risk Population and Vulnerable Young people in Bangladeshââ.	BSWS	Bangladesh	Dhaka	2014	5 Days
Life Skill	Problem solving in the field and other. Arrange weekly meeting with peer educator & properly Supervise them. Prepared plan to implementation project activities on MSM & Hijra project.	Light House	Bangladesh	Jalakathi	2014	3 Days
Peer Education Training	Arranged the local level meeting, Advocacy & Work shop. Support the DIC Manager for implementation of project activities.	Light House	Bangladesh	Jalakathi	2014	3 Days

Career and Application Information:

Looking For : Mid Level Job
 Available For : Full Time
 Expected Salary : Tk. 18,000
 Preferred Job Category : Bank/Non-Bank Fin. Institution, NGO/Development
 Preferred District : Anywhere in Bangladesh.
 Preferred Country : Germany, India, New Zealand, South Africa, Australia, Canada, Spain, Switzerland
 Preferred Organization Types : Banks, Training Institutes, Govt./ Semi Govt./ Autonomous body, NGO, Multinational Companies, Market Research Firms, Hotel, Overseas Companies, Call Center, Satellite TV, Livestock, Developer

Specialization:

Fields of Specialization	Description
<ul style="list-style-type: none"> • Accounts • Administration • Capital Market/ Investment Banking • Personal Banking • Credit 	<p>Ensure all steps, including guidance to the staff in implementing the activities of the office. High quality Professional training background in program operation and also Skilled on training, conduct, coordination & facilitation. Experience to organize Training, Workshop and Seminar. Perform all activities relating to the management and administration of the office. Communicate with all stakeholders including local and administrative personnel regarding the implementation of the project activities. Coordinate and participate in programs organized by Government and national & International organization. Build alliances with local and national bodies for advocacy & lobbying on HIV/AIDS, STI & STD.</p> <p>Implementing the project activities as per work plan. Monitoring the project activities. Prepare Monthly, Quarterly and annual work plan. Supervision the groups & Monitoring their works and reporting their achievements. Prepared the training program for different categories of project staffs and organizing the workshop, advocacy meeting as per project concept. Good skill communication & dedicated. Problem solving & decision making skill. Team work, working with the vulnerable people .</p>

Extra Curricular Activities:

Maintain stock register of medicines, condom, lubricants, stationary and ensure safety and security of the store. Ensure that clinical records are maintained at a high standard. Ensure the proper application of all monitoring tools use for monitoring clinical activities prepare monthly clinical reports and submit to DIC Manager. Provide technical support for smooth operation of outreach and clinic- based activities. Motivate clients to make visit to DIC for treatment and other facilities Maintain stock register of medicines, condom, lubricants, stationary and ensure safety and security of the store. Ensure that DIC computer, TV, DVD are in operation. Receive and dispatch mail. Supervise the peon/care taker in the DIC. Refer clients for VCT and HIV positive persons. Make regular liaison with the referral points and services are getting from them.

Language Proficiency:

Language	Reading	Writing	Speaking
Bangla	High	High	High
English	High	High	Medium
Hindi	Medium	Low	Medium

Personal Details :

Father"s Name : Krishna Pada Sarker
 Mother"s Name : Radha Rani Sarker
 Date of Birth : June 11, 1988
 Gender : Male
 Marital Status : Unmarried
 Nationality : Bangladeshi
 Religion : Hindu
 Permanent Address : Village -Horintana, Post- Bajua, Upazila -Dacope, Dist.- Khulna.,
 Dacope, Khulna
 Current Location : Khulna

Reference (s):

	<u>Reference: 01</u>	<u>Reference: 02</u>
Name	: Mst, Nasrin Monowner	Md. Akbur Hossion
Organization	: World Vision Bangladesh	Shushilan
Designation	: Gender Officer	Upazila Co-ordinator
Address	: Nobo Jatra Program, Dacope Field Office, Dacope, Khulna.	Nobo Jatra Program, Shushilan, Dacope, Khulna.
Phone (Off.)	:	
Phone (Res.)	:	
Mobile	: 01709673799	01716407347
EMail	: nasrinmonowae@wvi.org	akburhossion@gmail.com
Relation	: Professional	Professional
